



Workday Wednesday

October 2, 2019

Topic: Payroll Functions

- Printing payslips
 - “Pay advices” in the old system are called “payslips” in Workday
 - Employees are in charge of printing their own payslips
- Deadlines, late entries and retro changes
 - Paper timecards are going away
 - *In Workday, the timecard is due at 5 PM on the days listed in the payroll schedule (Tuesdays in most cases)*
 - Salary employees continue not to fill out timecards
- Holiday work hours
 - Planned holiday hours
 - Unplanned holiday hours
- Payment elections
 - Navigating the Pay application
 - Direct deposit changes
- Tax withholdings
 - Pay application → “My Tax Documents” under View
 - Hourly employees
- Need help?
 - SaintsConnect Page: my.marymount.edu/SaintsConnect
 - E-mail hr@marymount.edu for HR-related tasks and processes
 - For payroll issues, contact the payroll department
 - Contact its@marymount.edu for IT-related issues